US Army Corps
of Engineers

REVIEW OF TEMPORARY ROOFING MISSION

Purpose

US Army Corps
of Engineers

- Mission Assignment
- Identify team members
- Identify roles and responsibilities
- Mission Operations
- Reporting Requirements

US Army Corps
of Engineers

Mission Assignment

A Mission Assignment (MA) results from a State request for Federal assistance for unmet emergency needs or from a request from another Federal agency for support.

- FEMA issues the MAs

- Pre-scripted Mission Assignments

US Army Corps
of Engineers

Mission Assignments

(1) Pre-Declaration - $25,000

- To Pre-position Management Cell of PRT Team (Action Officer, Mission Manager, Mission Specialist, Contract Specialist)

(2) Post-Declaration - $3M (Initially)

- To deploy rest of team
- Initiate planning and ACI contracting

US Army Corps
of Engineers

Mission Performance

- The Corps has responsibility for managing all parties involved in the execution of the Temporary Roofing Mission.
- In addition to Corps contractors:
  - National Guard/Reservists
  - Volunteer Groups (VOLAGs)
  - Local Government Contractors

US Army Corps
of Engineers

Roofing Team Staffing

- Management Cell (deployed to)
  - ESF #3 Action Officer Disaster Field Office (DFO)
  - Mission Manager Emergency Response & Recovery Office (ERRO)
  - Mission Specialist (ERRO)
  - Contract Specialist (ERRO)

- Management team as shown may deploy to the site prior to the event; i.e. hurricane.

Roofing Team Staffing (Cont)

US Army Corps
of Engineers

- Support Group
  - Logistics (Material Control) ERRO / Staging
  - Real Estate Specialist ERRO
  - Data Base Manager ERRO
  - Resident Engineer (2) Emergency Field Office (EFO)
  - QA Team Leader (2) EFO
  - QA Inspectors EFO

- Support team will be on stand-by for phased deployment as required.

US Army Corps
of Engineers

Pre-Disaster Planning

- ASSIGNMENT OF PRT

  - EM primary pre-disaster responsibilities are PRTs planning and training.

  - Temporary Roofing PRT responsible for initial responses within their Division and outside their Division on a rotational basis.

- COMPONENTS OF PRT MISSIONS
  - Lead Division - Northwestern Division.
  - PRT Districts - Omaha, Nashville, Jacksonville, and St. Louis.

PLANNING & RESPONSE TEAMS PRT

Planning and Response Team Rotational Assignments

PRT Status

Priority	Power	Ice	Water	Debris	Temp Roofing	Structural Safety	Temp Housing
Pacific Ocean Division							
	MVM Guam		**SWL** *Guam	**NWP** *Guam **SAM** *Guam			
STAND BY							
1.	NAP	NWS	SPN	LRL	NWO	POA	LRH
2.	SAS	SWG	NAE	SPK	LRN	SPK	NAN
3.	SWT	SPA	NWK	SWF	SAJ	NWS	MVP
4.	SPL	NAO	SAW	NAB	MVS	LRB	SAS
5.	LRP	SAC	LRC	MVN			NWO
6.	NWW	LRE	MVK				
7.	POH	MVR					

Rotation in the queue

*Guam = *Guam Guam = Guam

KEY	
*	Management Cell Only.
Standby	Team in normal status and awaiting to be alerted.
Alerted	Team has been notified to prepare to deploy to a disaster site.
Deployed	Team has been deployed. (Location)

Updated by: MELLAN, MAJ THOMAS T at: 17-JAN-2003 02:01 AM

Roles & Responsibilities

FEMA vs. Corps Role

US Army Corps
of Engineers

FEMA normally arranges for the procurement and shipment of the blue plastic and in some cases furring strips to pre-designated staging areas.

The Corps accepts the material at the staging area and manages the disbursement of materials to the groups/organizations/contractors involved in the mission.

Action Officer Duties

US Army Corps
of Engineers

- Maintain contact with all agencies involved
- Assists in establishing mission scope (ramp-up)
- Coordinate with ESF#5 for mapping and modeling information
- Coordinating material requests from other agencies
- Receive mission taskings from FEMA and submit to MM for execution
- Coordinates Missions with FEMA, Other ESFs,

State/local Governments and ERRO Mission Managers.

- Supports Mission Manager as an expeditor in solving problems at the FEMA and State level.
- Participates in the contract/ scope of work review

proc

Mission Manager Duties

US Army Corps
of Engineers

- Coordinate with Local Officials
- Set-up Reporting early on, Official Source of EEI's
- Prepare Daily Sit Reps in ENGLINK and Briefings
- Assist with Public Affairs
- Funds Monitoring
- Scoping of Mission
- Coordination with Other PRT members
- Coordination with VOLUG, National Guard and Reserves
- Mission Closeout Plan & Lessons Learned

Mission Specialist Duties

US Army Corps
of Engineers

- Support the Mission Manager
- Assist in Reporting and collection of EEI's
- Assist with Public Affairs and Funds Monitoring
- Assist with development of Scope of the Mission
- Assist with Coordination with Other PRT members
- Assist with Coordination with VOLUG, National Guard and Reserves
- Assist with Mission Closeout Plan & Lessons Learned

US Army Corps
of Engineers

Material Control Specialist

- Establish of Inventory Procedures for Plastic
- Hand Receipt for Disbursing of Plastic
- Ensure reliable means of communication exists between staging area & ERRO
- Establish up-front with MM reporting of plastic and other material inventories
- Procure the hammers, nail, furring strips, with your government credit cards

Contracting Specialist

US Army Corps
of Engineers

- Scope of Work Details Requirements
- Special considerations/requirements, i.e. Additional materials – hammers, nails, etc.
- Advance Contracting Initiatives
- Work with Local District Contracting to award contract

Resident Engineers

US Army Corps
of Engineers

- A clear line of communication needs to be defined between the Resident office and the ERRO. (Area Engineer)
- Identify a Contract Admin. Position for the Resident Office up front.
- Insure qualified inspectors are sent to the field.
- Administer the contracts.
- Reports daily production rates to MM/MS.

Resident Engineers

US Army Corps
of Engineers

- Supervises the QA teams.
- Schedules the work.
- Provide specific training for QA Inspectors on the following topics:
  - Safety
  - QA Functions
  - Contract Requirements

Data Base Manager

US Army Corps
of Engineers

- Establish / Update database for tracking Corps contractors efforts.
- Establish/Update database for tracking eligible / non-eligible homes.
- Be familiar with MS Access.
- Assist in the preparation of the Daily Situation Reports.

QA Team Leaders

US Army Corps
of Engineers

- Monitors mission execution
- Training (Installation / safety / eligibility / ROE)
- USACE QA Inspectors
- Volunteer Groups (VOLAGs)
- National Guard/Reservist
- Local Governments

US Army Corps
of Engineers

Real Estate Specialist

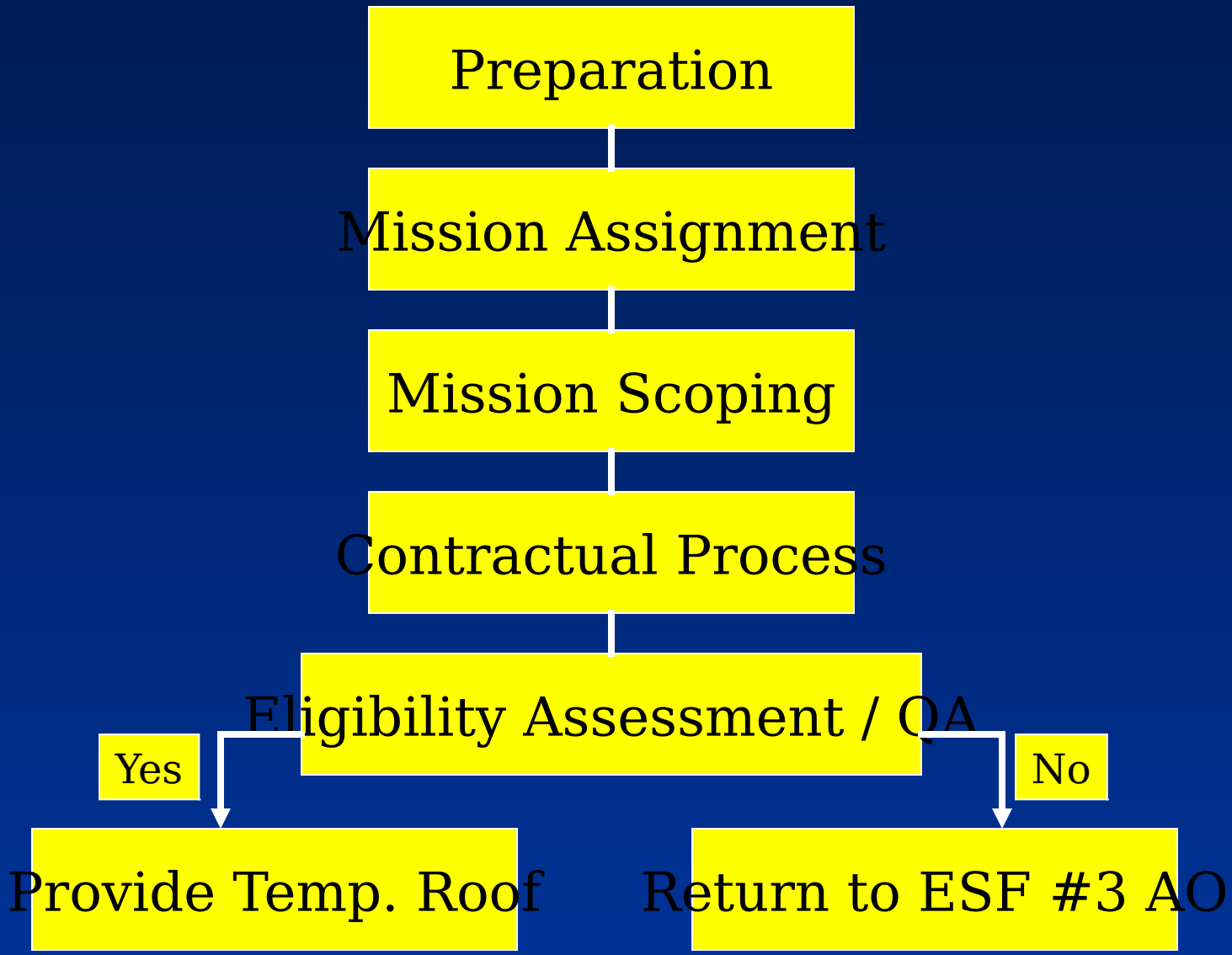
- Coordinating and obtaining necessary ROE forms.

  (Time of alert - call Jacksonville District Real Estate to order forms and send to Hotel)
- Assist in training ROE use.
- Execution of ROE will be performed by temporary roofing QA personnel.
- Provide a Quality Control Role over the ROE process.
- Coordinate / Obtain ROE of the staging areas / EFO with the local district

Mission Operations

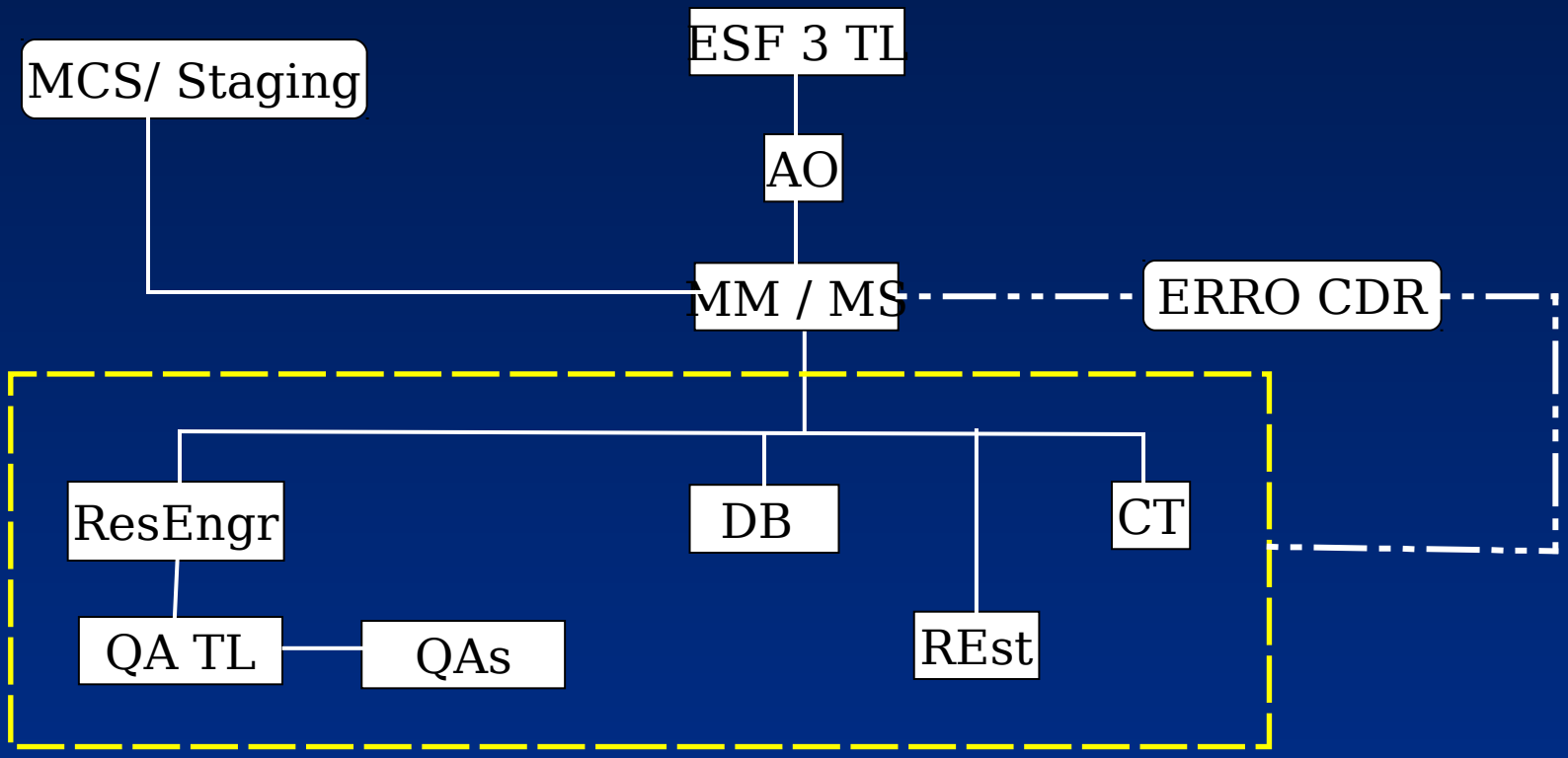
Temporary Roofing Process

US Army Corps
of Engineers



US Army Corps
of Engineers

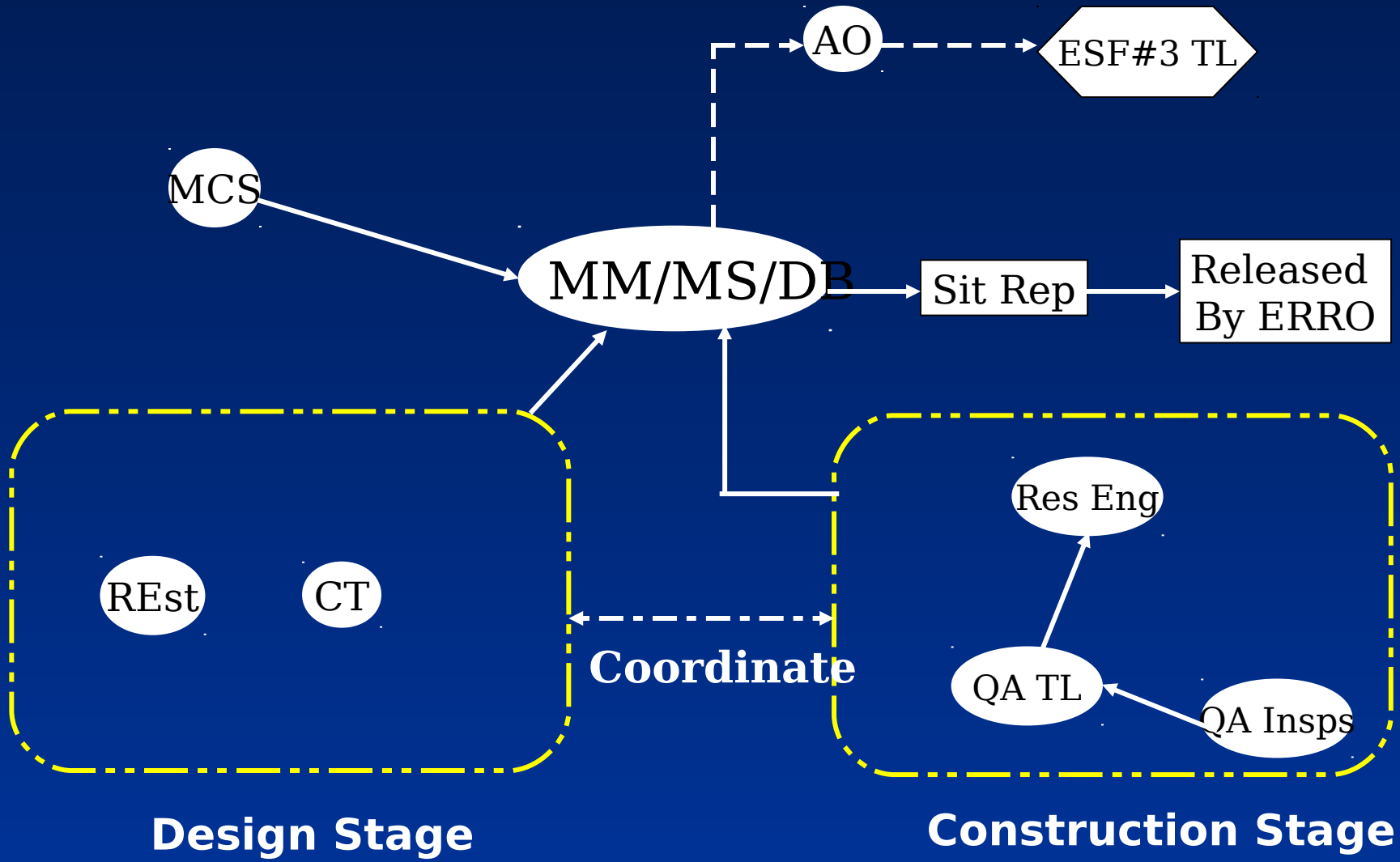
Temp Housing Team Organization Flowchart



Unresolved / Other Issues worked with ERRO CDR

Information Flow Diagram

US Army Corps
of Engineers



Roofing Mission Execution Timeline

US Army Corps of Engineers

Assumptions:

- These timeframes are contingent on FEMA having the necessary plastic readily available.
- Roads are accessible for contractor crews to utilize.
- FEMA issues pre-scripted mission assignments.
- Timelines also dependent on availability of sites and the weather.

Applicable to hurricane/typhoon relief:

- No notice disasters, such as tornado/earthquake events, require a modified timeline starting at D+0.

Reporting Requirements

Reporting Requirements

US Army Corps
of Engineers

- Essential Elements of Information (EEI) in the daily SITREP.

- Mission Manager is responsible for this daily report.

  - Rolls up the numbers from USACE contractors, NG, VOLAG

Temporary Roofing EEIs

US Army Corps
of Engineers

ential Elements of Information (EEI)

Cumulative To Date	
Mission Workload Assessments (i.e., number of structures roofs).	Numbers
Numbers of Structures Completed (by entity, location, date)	Numbers
Amount of Plastic Installed (by entity, location, date)	Square Feet (sq. ft.)
Number of Contracts Awarded	Numbers
Contractors daily Locations	Geographical Locations
Estimated Completion Dates & Percent Complete	Dates and Percentages

Information Required by Posi

US Army Corps
of Engineers

Contract Specialist to (MM / MS / I

Contract Status & Funding Status:

- Contracts Awarded

- Funding Authorized
- Funds Committed
- Funds Obligated
- Funds Expended

Information Required by Pos

USUS Army Corps
of Engineers
Army Corps
of Engineers
Omaha District

Material Control Specialist (MCS
to (MM/MS/DB)

Plastic Sheeting Status:

- Amount Received (sq ft & rolls)
- Amount Available (sq ft & rolls)
- Amount in Transit (sq ft & rolls)
- Amount given to local govts, VOLAGs
- Amount given to Contractors

Information Required by Pos

USUS Army Corps
of Engineers
Army Corps
of Engineers
Omaha District

Resident Engineer to (MM/MS/DB)

Mission Status: (based on ROE's)

- # Roofs requiring roofing
- Total number of Roofs completed
- # Roofs completed per time increment *
- Amount Installed (sq ft)

* Compare the actual production rate to the estimated/scheduled

After Action Report

US Army Corps
of Engineers

Important for any mission

- Self assessment and review

  - Team performance during event
  - Development of written lessons learned
  - Analysis is the responsibility of each team member
  - Provides memory of successes and failure
  - Integrate into training of future mission teams

PRT Transition, if needed

US Army Corps
of Engineers

- PRT initial obligation is minimum of 30 days
- 1 to 3 days minimum for overlap of existing and incoming PRT
  - Include visits to/with each area/person (ESF-3, ERRO, Staging Ops, EFO, etc.)
  - Transfer of files & update of

Closeout

US Army Corps
of Engineers

- Mission termination occurs when state/local resources are capable of handling the remaining workload.

  - PRT AO in conjunction with FEMA/State, MM and Resident Engineer will determine mission physical closeout.

  - Fiscal closeout by Project Manager from the Impacted District.

Preparedness

US Army Corps
of Engineers

- Review specs on plastic
- Review process with PRT members
- Review SOW/ACI
- Review Mission Guide
- Identify vendor lists
- Review ROE Application forms
- Refresh tracking database
- Coordinate with Lead Division

Summary

US Army Corps
of Engineers

- Issues and Concerns

  - FEMA wants temp roofing installed “yesterday”
  - Need to be aware of “ramp-up” of production
  - Training of entities installing plastic
    - Corps contractors, VOLAGs, municipality crews, and military units
  - Split work into workable units (zones, sectors)
  - Corps responsible for reporting of all roofing efforts
    - Accept Others numbers at face value (no verification)
  - Know where Corps crews are working

Summary

US Army Corps
of Engineers

- Issues and Concerns (cont'd)
  - CEFMS Kinks
    - Fiscal year end
    - System "hiccups" regarding access by other Districts
  - Public Affairs Concerns
    - Temp roofing is a high visibility mission due to blue roofs and red shirts
    - Media showing up at individual worksites unannounced
  - Plastic
    - Tracking of FEMA plastic in the que.
    - Maintaining sufficient stocks for Corps contractors.

ARE YOU READY ?

US Army Corps
of Engineers